

## Subaward Instructions

There are eleven (11) subaward templates. Eight are funding agency specific, two are ARRA and funding agency specific and one is for any subawards issued for an agency which does not have a template listed. Verify the sponsor in FRAGRNT before selecting a template and select only the template specific to the prime sponsor or use the Other Funding Source template if appropriate. The templates are as follows:

AFOSR - Air Force Office of Scientific Research  
AMRMC - Army Medical Research and Material Command  
ARO - Army Research Office  
EPA - Environmental Protection Agency  
NASA - National Aeronautics and Space Administration  
NIH - National Institutes of Health  
ONR - Office of Naval Research  
NSF - National Science Foundation  
Other Funding Source - for all other sponsors not listed above

### ARRA Specific:

ARRA-NIH - only for use with ARRA NIH funds  
ARRA-NSF - only for use with ARRA NSF funds.

Open the appropriate subaward template in Adobe Professional. Note: Adobe Reader will not allow you to save the template for future reference.

The following terms are used interchangeably throughout this document:

“Subrecipient” and “Collaborator”;  
“Subaward” and “Collaboration.”

The subaward template should be used for all collaborations with non-profits, other universities and state or local governments. The template is not intended for use with commercial collaborators (for-profit companies). If you have a commercial subaward, please enter a Purchase Requisition (PR) and forward your backup (scope of work, budget and deliverables) to UAF Procurement & Contract Services (P&CS). See guidance at end of document regarding PR submittal.

The Department is responsible for entering the following fields:

### **University of Alaska Subaward Agreement (Page 1):**

- 1. Institution/Organization Name:** This is the Institution we are collaborating with, not the subrecipient P.I.
- 2. Prime Award Number:** This is the prime award number issued by the sponsor and should match the sponsor ID in FRAGRNT.
- 3. Subaward No.:** This section to be completed by P&CS.

- 4. CFDA Number:** A CFDA number is a unique number created in the Catalog of Federal Domestic Assistance (CFDA) database. It tracks all domestically funded federal programs available to state and local governments. If your subaward is funded by a federal grant or cooperative agreement (CA), the CFDA number will be listed on the award document and in FRAGRNT. If the subaward is not federally funded, type “n/a”. The CFDA is listed in the following format XX.XXX For example, the general CFDA number for the National Science Foundation is: 47.000
- 5. Awarding Agency:** If you are using the agency specific form, this section is completed. If you are using the Other Funding Source template, this is the name of the agency awarding the grant or cooperative agreement to UAF. Type the complete agency name, not the acronym. If funding is federal pass-thru, include the prime sponsor name with the **Agency name**.
- 6. Amount Funded this Action:** This is the amount funded for the initial year/period. If the subaward is multi-year and funding for all years is received upfront, place the entire amount for all years in this field. If only one year of multi-year funding is received, enter the current year’s funding only.
- 7. Est. Total:** This is the total funding the subrecipient can expect to receive over the life of the project.
- 8. Subaward Period of Performance:** This is the period established in the award document during which Federal sponsorship begins and ends. Please use the calendar to select the dates. Please verify the period of performance is within the currently funded award period, not the anticipated period. The current prime end date should be verified against the project end date listed in FRAGRNT.
- 9. Estimated Project Period:** If the subaward is expected to be extended beyond the original subaward period of performance, please select the start and anticipated end date from the drop-down calendar.
- 10. Project Title:** This is the title of the subrecipient P.I.’s project and does not have to match the UAF Project title. Please ensure the title fits into the space provided. If it does not, please abbreviate in accordance with acceptable standards.

**Reporting Requirements:** This box should always be checked as UAF requires a technical report from every subrecipient.

**ARRA Funds:** This box should only be checked if ARRA Funds are funding the subaward in part or in full. Please use the ARRA specific templates for ARRA funds.

**Attachment 1 (Page 2, Subaward Agreement).**

**No Entry required by the end-using department.**

**Attachment 2 (Page 3, Copy of Award Notice & Special Terms & Conditions).**

**THIS PAGE TO BE COMPLETED BY OGCA IF IT IS NOT AN AGENCY SPECIFIC TEMPLATE. No entry required by end-using department.**

**Attachment 3A (Page 4, Contact Information).**

Department shall complete the **Administrative Contact** and **Principal Investigator** contact information. These individuals should be UAF employees, but if they are not, a waiver should be on file with the proposal. The “Administrative Contact” is the chief departmental fiscal contact. The “Principal Investigator” is the UAF P.I. Please enter the contact info in the same format as the “Financial” and “Authorized Official” contacts.

**Attachment 3B (Page 5, Contact Information).**

The Collaborator contact information shall be completed by the subrecipient.

**Address:** This is the mailing address to which the subaward is mailed. Generally, this is a Sponsored Programs or Central Administration Office. The office address should be listed on the OSP Subrecipient Commitment Form. Field spaces are limited. Please verify all characters typed appear in the field. Abbreviate when necessary in accordance with acceptable standards

**EIN Number:** This number is to be entered by the subrecipient

**Attachment 4 (Page 6, Reporting Requirements).**

The department administrator shall collaborate with the PI to complete this section of the template. The reporting requirements need to address specifics regarding the type of reports(s), number of copies, formatting requirements, frequency, and submittal instructions. Subrecipient monitoring includes verification of receipt of interim and final reports submitted in accordance with the subaward scope of work. Therefore, specific due dates for interim and/or final reports to UAF or the sponsor should be included in this section.

**Attachment 5 (page 7 Scope of Work and Budget).**

The department shall attach the scope of work and budget and indicate the number of pages in the space provided.

The subrecipient’s scope of work and budget shall be the final version included in the prime award to UAF. Do not include unrelated pages from the proposal that do not address work to be specifically performed by the subrecipient.

**Submission of the Subaward Template.**

Once you have completed the Subaward template, it’s a good idea to save it for future reference. Save the template and create a requisition in Banner to fund the subaward. Fund 3 PRs are processed through Banner workflow and require OG&CA’s approval prior to routing to P&CS.

**Purchase requisition entry & account codes:** If your subaward is less than \$25,000, enter a purchase requisition with one line item under your departmental **FUND-ORG-ACCT CODE 3021**.

If your subaward is greater than \$25,000, enter a purchase requisition with two separate line items (not two separate accounting lines) as follows:

**Line Item #1: FUND-ORG-3021 - \$25,000**

**Line Item #2: FUND-ORG-3022 – BALANCE**

Purchase requisitions entered for commercial collaborations shall be keyed in the same manner using the 3025/3026 account codes.

Submit your completed subaward template with attachments to OG&C via email to: [fygrcon@uaf.edu](mailto:fygrcon@uaf.edu) and [uaf-pcs-backup@alaska.edu](mailto:uaf-pcs-backup@alaska.edu). OGCA will verify grant compliance and forward the template to P&CS. As a last resort, we will accept the subaward template by hard copy inter-campus mail. Do not write on the subaward template or attachments and do not submit any documents by fax. Subawards that contain errors or lack of information will be returned to the end-using department for correction.